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CONSTITUTION,

AND

REGULATIONS

OF THE

SUNDAY SCHOOL SOCIETY,

OF THE

City of Richmond.

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Union Theological Seminary
RICHMOND, VA.

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CONSTITUTION, &c.

ARTICLE 1.

THE Association shall be denominated the SUNDAY SCHOOL SOCIETY OF THE CITY OF RICHMOND.

ART. 2. The payment of ONE DOLLAR *per annum*, shall constitute any person a Member of the Association;—and the payment of FIFTEEN DOLLARS at one time, shall constitute a Member for Life.

ART. 3. The Officers of the Society shall be a PRESIDENT, THREE VICE-PRESIDENTS, a SECRETARY, TREASURER, and ELEVEN other DIRECTORS;—any three of whom, shall constitute a board, for the transaction of business.

ART. 4. The President, or in his absence, one of the Vice-Presidents, shall preside at all meetings; preserve order, and perform the various duties of Chairman; he shall have power, also, to call a meeting of the Society, when requested by any three Directors.

ART. 5. The Directors, shall superintend the concerns of the Sunday School, procure suitable persons as teachers, provide all necessary Books for the Pupils, and adopt any measures calculated in their judgment to promote the objects of the Institution.—The Secretary shall keep a record of all the proceedings of the Directors, at all times open to the inspection of any Member of the Association. The Treasurer shall keep a fair account of all receipts and disbursements, and shall pay orders signed by the President, or one of the Vice-Presidents, and counter-signed by the Secretary.

ART. 6. There shall be an Annual Meeting of the Sunday School Society, on the second Monday in April, in each year, at the First Presbyterian Church, in Richmond; at which, the Directors shall make reports of the proceedings, during the preceding year.

ART. 7. The number of Teachers shall be proportioned to the number of Pupils, and shall be appointed, at such time, and in such manner, as the Directors may think proper.

ART. 8. Instruction shall be afforded gratuitously, to all who may be admitted into the Sunday School. Female scholars in every case, to be committed to Female Teachers; and Boys to Males.

ART. 9. The principal object of the Sunday School being the Instruction of Youth in the principles of Religion and Morality, the books to be made use of, shall all be of a suitable character for that purpose, selected according to the discretion of the Directors.

ART. 10. The scholars shall meet, and be dismissed, at such time on every Sabbath, as the Directors shall prescribe; the School shall be opened with reading a portion of Scripture; and, as often as may be, with prayer, and shall conclude in like manner.

ART. 11. There shall be given Prizes to the Pupils, in the following manner, a number of White and Coloured Tickets shall be procured, as also Tracts, Hymn Books, Testaments and Bibles for rewards.—Punctual attendance, shall entitle to one White Ticket—Learning Six Questions in the Catechism, to one Ticket—Learning Thirty-Six Verses in the Bible, to one Red Ticket—Six White Prizes, may be exchanged for a Religious Tract—Ten White Prizes for one Red.—Two Red Tickets may be exchanged for Doctor Watt's Divine Songs for Children; or any little work of similar value—Twelve Red Prizes, shall entitle the holder to a Testament, and Twenty-Four to a Bible.

ART. 12. The Directors may in cases which they think proper, and in the manner deemed best by them, furnish Sunday Suits to the Pupils who are admitted for Instruction.

ART. 13. This Constitution may be amended, at any General Meeting of the Society, by a vote of two-thirds of the Members.

RULES
AND
REGULATIONS.

SECTION I.

OF THE SUPERINTENDENT.

1. The Directors shall, once in six months, appoint a Superintendent of the School, and, when the number of Scholars and the duties of the office render it necessary, shall also appoint an Assistant, who shall be under the direction of his Principal, and, in all cases, subordinate to him.

2. It shall be the duty of the Superintendent to take note of the attendance or absence of the Teachers, and of their attention to the duties of their office; to give them counsel or instruction, when he may think it necessary; to assign, in consultation with the Teachers, to each his or her particular class; to distribute rewards to the Teachers for their scholars; to appoint Teachers pro tempore, in case of the absence of any of the regular Teachers; to keep an account of the number of scholars, their time of entrance, their classification and whatsoever is necessary to make a correct report of the state and progress of the school; and, once in a quarter, to make such a report, through the Secretary, to the Directors.

3. In case of the sickness or unavoidable absence of the Superintendent, his Assistant shall occupy his place and fulfil his duties.

SECTION II.

OF THE TEACHERS.

1. The Teachers shall be appointed by the Directors once in six months.

2. As it is essential to the welfare of the school, that the Teachers should observe the strictest punctuality in their attendance, and by no means cause their scholars to wait for them; it is ordained as an indispensable rule, that every Teacher shall be at the school-room, at least ten minutes before the hour appointed for opening school; so as to make every arrangement necessary for the immediate reception of their pupils, whenever they appear.

3. Should a case at any time occur to render the attendance of a Teacher impossible, the Teacher thus disabled, shall be careful to procure a well qualified person to act in his room; and every person, acting as a substitute for a Teacher, shall, on his arrival at the school-room, give notice thereof to the Superintendent.

4. Each Teacher shall attend to his or her particular class, and, on no occasion, interfere with that of another, unless at the particular request of the Superintendent.

5. The Teachers shall pursue that mode of instruction, which shall be pointed out by the Superintendent; and shall see that their pupils are diligent and attentive.

6. During the hours of school, the Teachers shall confine their attention to their respective classes; and shall hold no unnecessary conversation with one another, nor with visitors; neither shall they allow conversation among their scholars.

7. As it is entirely necessary that the school should present a scene of good order and decorum, the Teachers shall be careful to prevent the scholars from studying aloud.

8. The whole demeanour of the Teachers towards their scholars, shall be that of mildness, affection, and forbearance.

9. As it is the great object of the Sunday School to enlighten the understanding, and meliorate the hearts of the pupils, it shall be the duty of the Teachers not only to hear the lessons of the scholars, but to ask them such questions on their recitations as will give exercise to their faculties; and, during school hours, converse frequently with them on the duties of morality and religion, diligently endeavouring to inculcate good principles, and to excite an abhorrence of vice.

10. Each Teacher shall keep a list of the scholars committed to his or her care; shall at the opening of the school both morning and afternoon call over the names of the scholars and take note of absentees; and make a report of punctual attendance, tardiness, or absence; of diligence and good behaviour, or idleness and misbehaviour, to the Seperintendent, before the distribution of the tickets.

11. On every morning and afternoon at the dismission of the school, the Teachers shall form their scholars in order of procession, and each Teacher, preceding his class, walk with them to church; taking care that they behave with decency and seriousness. For this purpose it is recommended to the Teachers to sit with their pupils during divine service.

12. The Teachers shall by no mesns allow their scholars to go out of school without permission; and as it is important that, when they do go out, there should be no improper intercourse between the children: all application for leave must be made to the Superintendent or his Assistant.

13. The Teachers, on notice given by the Superintendent at the close of the school morning and afternoon, shall collect the books and cards used by their respective pupils, and deliver them to the Superintendent. And no pupil shall be allowed to carry any book or card from school, except those which contain their lessons; and that only on dismission in the afternoon.

SECTION III.

OF THE SCHOLARS.

1. The school shall be divided into two departments, the Male and the Female, which shall always be kept distinct and separate. Each deparment shall be divided into six classes, viz. 1. The Alphabetical Class. 2. Monosyllabic and Dissyllabic Class. 3. Polysyllabic Class. 4. First Reading Class. 5. Second Reading Class. 6. Recitation Class.

2. No class shall consist of more than eight scholars.

3. The scholars shall punctually attend school at the time appointed; and shall have clean clothes, the hair combed and the face and hands washed clean; they shall also keep their lessons and books clean and nice, and not injure them in any way whatever.

4. The scholars shall be diligent in learning, and obedient and respectful to their Teachers.

5. The scholars shall be taught in the fear of God to honour their parents, to reverence their superiors and be kind to their equals.

6. Fighting, lying, cursing and swearing and all other vices must be avoided by the scholars; or noticed by the Teachers for correction.

7. No scholar shall at any time go out of school without first obtaining leave as above required.

8. During divine service, whether in school or at church, the scholars shall behave with decency and solemnity; and shall at all times pay particular attention to what may be said for their instruction.

9. Every scholar, who shall be present to answer to his name when called by his Teacher at the opening of the school morning and afternoon, shall receive a ticket for punctual attendance; every scholar, reported by his Teacher to have been diligent in learning, shall receive a ticket for diligence; and every scholar, reported by his Teacher to have behaved with propriety at church, shall receive a ticket for good behaviour.

SECTION IV.

MISCELLANEOUS.

1. The school shall, under the direction of the Superintendent, be opened and closed morning and afternoon with religious service; such as reading a portion of Scripture, singing a Hymn, or Prayer.

2. Persons visiting the school are expected to speak to the Superintendent only; in as much as conversation with the Teachers or scholars causes a serious interruption in the proper business of the school.

3. The means of discipline in the school shall be private and public admonition, and expulsion. Private admonition shall be given by the Teachers; public admonition by the Superintendent, on a report from any Teacher that private admonition has been used in vain; and expulsion shall be inflicted by the Superintendent with the concurrence of the Teachers—*Provided however*, That no sentence of expulsion shall be pronounced, unless the case shall have been previously submitted to a Board of Directors.